



**EUMB - EPMPD**  
**Quality Management System**  
CHECKLIST OF REQUIREMENTS  
(ANNEX G)

Doc Ref No.:	EUMB-EPMPD-QR-007
Effective Date:	XX-XXXX-XX
Revision No.:	0
Page No.:	1 of 2

## CHECKLIST OF REQUIREMENTS

### A. CHECKLIST FOR REGISTERED ESCO APPLICANT

#### Checklist of Legal Requirements

1. ESCO Application Form (Annex A)
  - a. Certified True copy of the documents on Corporate Personality
  - b. For Sole proprietorship entity, the following are the requirements
    - i. Business Registration
    - ii. Business Permit
  - c. For corporate, partnership and joint venture entities, the following are the requirements, as applicable:
    - i. Business Registration
    - ii. Business Permit
    - iii. SEC Registration
    - iv. Articles of Incorporation

2. Company Profile / Background (Annex B)

3. Company Ownership/Management (Annex C)  
*include Names of Registered / \*Certified Energy Auditor*

*\*Compliance with this requirement shall be deferred until the appropriate regulations are in place for the registration or certification of Energy Auditor.*

#### Checklist of Technical Requirements

1. List of Energy Audit Measuring Equipment (Annex D)

### B. CHECKLIST FOR CERTIFIED ESCO APPLICANT

#### Checklist for Legal Requirements

1. ESCO Application Form (Annex A)
  - a. Certified True copy of the documents on Corporate Personality
  - b. For Sole proprietorship entity, the following are the requirements:
    - i. Business Registration
    - ii. Business Permit
  - c. For corporate, partnership and joint venture entities, the following are the requirements:
    - i. Business Registration
    - ii. Business Permit
    - iii. SEC Registration
    - iv. Articles of Incorporation



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2. Company Profile / Background (Annex B)  
*It should include description of ESCO services and energy efficiency projects performed such as but not limited to scope of work, monetary value and actual versus estimated results.*

3. Company Ownership/Management (Annex C)

*Other inclusions:*

- a. List of Names of Registered / \*Certified Energy Auditors (CEA)
- b. CV of the CEAs

*\*Compliance with this requirement shall be deferred until the appropriate regulations are in place for the registration or certification of Energy Auditor.*

**Checklist of Financial Requirements**

1. Audited financial statement in the last two (2) years

**Checklist of Technical Requirements**

1. List of Energy Audit Measuring Equipment (Annex D)
2. List of Energy Efficiency Projects (Annex E)